

APPLICATION

VACATION OF RIGHT-OF-WAY

_____ Filing Fee
_____ Filing Deadline
_____ Planning Commission Hearing
_____ City Council Hearing

REQUIREMENTS FOR MAILING NOTICES:

Applicants must send written notice of public hearings by certified or registered mail to all abutting property owners at least 10 days prior to the Planning Commission hearing and not more than 30 days prior to the City Council hearing. See detailed instructions on “Notice Requirements”.

Mail certified or registered notice of hearings between _____ and _____.

Return notice materials to Department of Planning and Zoning by _____.

APPLICATION for VACATION # _____

[*must use black ink or type*]

PROPERTY LOCATION: _____

TAX MAP REFERENCE: _____ ZONE: _____

APPLICANT'S NAME: _____

ADDRESS: _____

PROPERTY OWNER NAME: _____

(Owner of abutting area to be vacated)

ADDRESS: _____

VACATION DESCRIPTION: _____

THE UNDERSIGNED hereby applies for a Vacation Ordinance in accordance with the provisions of Chapter 10 of the Code of the State of Virginia, the Alexandria City Charter and City Code, and the Alexandria Zoning Ordinance.

THE UNDERSIGNED, having obtained permission from the property owner, hereby grants permission to the City of Alexandria to post placard notice on the property for which this application is requested, pursuant to Article XI, Section 11-301 (B) of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

THE UNDERSIGNED also attests that all of the information herein provided and specifically including all surveys, drawings, etc., required of the applicant are true, correct and accurate to the best of their knowledge and belief.

Print Name of Applicant or Agent

Signature

Mailing/Street Address

Telephone #

Fax #

City and State

Zip Code

Date

===== ***DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY*** =====

Application Received: _____ Date & Fee Paid: _____ \$ _____

ACTION - PLANNING COMMISSION: _____

ACTION - CITY COUNCIL: _____

Instructions for Vacation of Right-of-Way Applications

The vacation of a public right-of-way for a street or alley, emergency vehicle easements, sewer easements and other public easements or rights-of-way in the City of Alexandria, Virginia must be approved by the Alexandria City Council through public hearings.

1. **FILING DEADLINE:** Vacation applications must be submitted to the Department of Planning and Zoning at least 49 calendar days prior to the scheduled Planning Commission hearing date. Call the Planning Department (838-4666) to obtain the filing deadline date. Failure to submit all required information and plans by the filing deadline will result in the application being deferred to a later hearing date.
2. **APPLICATION FORMS:** Vacation applications must contain a written legal metes and bounds description of the area to be vacated, and must also include 28 copies of a plat showing the proposed area to be vacated. Complete the application form using black ink or type. Sign the form, and include a daytime telephone number.
3. **PLANS:** Applicants must submit 28 copies of an engineer's survey and/or other plans with the vacation application. Plans must be individually folded to a maximum size of 9" x 14" and in such manner that the lower right corner of the plan is on top with the plan title in view. Rolled plans will not be accepted.
4. **FILING FEES:** Applicants must submit a filing fee with the application. Exact fee amount may be obtained from the Planning staff. Applicants are also required to pay a Viewer's Fee of \$50.00 per viewer (not less than three or more than five viewers) within 30 days after the viewer's report is submitted to the City Council. Failure to pay the Viewer's Fee within the designated time period will stop the process and no vacation ordinance will be written by the City Attorney.
5. **PROPERTY OWNER NOTIFICATION:** The applicant must provide written notice to all abutting and facing property owners. (See attached detailed instructions). Failure to send accurate or correct notices will result in deferral of the application to a later hearing date.
6. **STAFF REPORT:** A staff report with recommendation will be prepared and made available in the Department of Planning and Zoning office. The report is typically available 11 days prior to the Planning Commission hearing.

NOTE: The vacation process must be completed prior to approval of any building permits that may be submitted.

FOR ASSISTANCE WITH ANY OF THESE PROCEDURES
CALL THE DEPARTMENT OF PLANNING & ZONING AT (703) 838-4666